

# BROOKHAVEN SCIENCE ASSOCIATES, LLC

## **SHIPPING AND LABELING INSTRUCTIONS** **FOR ALL DELIVERIES TO** **BROOKHAVEN NATIONAL LABORATORY**

### **1. Delivery Location**

Unless otherwise noted on the Purchase Order/Contract, all deliveries to Brookhaven National Laboratory shall be made to Receiving Building 98 or the following satellite stockroom buildings: 452, 740, 510, and 902W.

### **2. Delivery Hours**

All deliveries must arrive at Brookhaven National Laboratory (BNL) between the hours of 8:00-11:30 am or 12:30-4:00 pm EST, Monday through Friday. The Traffic Office must be contacted for any exceptions (see contact information below).

### **3. Special Notification of Delivery**

If due to weight, size, and/or volume parameters the shipment requires special material handling/rigging by BSA personnel; advanced notice of delivery of 3 business days minimum shall be provided by the shipper to BSA's Receiving department via email to [PPMTraffic@BNL.gov](mailto:PPMTraffic@BNL.gov). The shipper must obtain acknowledgement from BSA that delivery notification was received. Failure to contact BSA will result in delays during delivery and any resulting demurrage will be at the shipper's expense.

### **4. Radioactive Shipments**

Shipments to Brookhaven National Laboratory containing radioactive material require pre-authorization prior to shipment. Contact the Packaging & Transportation Group for instructions:

Catherine Connor	(631) 344-5241	<a href="mailto:connorc@bnl.gov">connorc@bnl.gov</a>
Ted Heuer	(631) 344-5645	<a href="mailto:theuer@bnl.gov">theuer@bnl.gov</a>
Steve Woodburn	(631) 344-3271	<a href="mailto:woodburn@bnl.gov">woodburn@bnl.gov</a>

## **5. Labeling Requirements**

All shipments must comply with the following labelling requirements. Failure to do so may result in delayed payments. Labels must be placed on the upper left portion of the container when possible and contain:

### **A. Purchase Orders (PO):**

Brookhaven National Laboratory  
98 Rochester St.  
Upton, NY 11973  
Brookhaven's Purchase Order Number  
Box Number/ Number of boxes

### **B. Credit Card Orders (CC):**

Brookhaven National Laboratory  
98 Rochester St.  
Upton, NY 11973  
Name of recipient with "CC" to denote a credit card order  
Destination building number  
Box Number/ Number of boxes

## **6. Packing List Requirements**

Every shipping container must include a packing list. The packing list must be clearly identified and affixed to a side of the shipping container. At a minimum, the packing list should contain the following information:

Ship from company name and address.  
Supplier contact name.  
Supplier telephone number.  
Ship to address as instructed by buyer.  
Brookhaven's purchase order number.  
Part number, description, quantity, unit of measure and corresponding BNL Purchase Order line number.

## **7. Protection of Material and Equipment**

The Supplier shall employ procedures which assure adequate protection of material and equipment during shipment and while in storage. Such protection shall include special environmental packaging as necessary. All items shipped (originally packaged or repackaged) to BNL or other locations cited in the purchase order or contract, shall comply with the requirements for preservation, packaging and marking as stated in the latest revision of ASTM Standard D 3951-10 Standard Practice for Commercial Packaging.

## 8. Unacceptable Packing Material:

**Do not use vermiculite as a packaging material inside any shipments to BNL unless required by shipping regulation. All shipments containing vermiculite must be accompanied by document stating that the vermiculite used is certified asbestos free. This documentation must be affixed to the outside of the package.**

- A. Vermiculite used as a packaging material in shipments must be determined to be free of asbestos (<1% chrysolite, amosite, crocidolite, tremolite, anthophyllite, and actinolite).
- B. Vermiculite is defined in this specification means the hydrous, silicate mineral classified as a Phyllosilicate that has been expanded by heating.

## 9. Shipment Destination Other than BNL:

When the material ordered is to be shipped to other than Brookhaven National Laboratory:

- A. Copies of the data required in accordance with the procurement documentation shall accompany the shipment;
- B. A copy of such data shall be mailed to the Buyer on the same day that shipment is made.

## 10. Requirements when BSA is Paying Freight Charges

**Do not ship with any additional insurance or declare value. Additional insurance charges will be deemed unallowable and will not be paid or reimbursed to the Shipper.**

- A. A copy of the freight bill must accompany the Seller's invoice when charges in excess of \$100.00 are billed to BNL by the Seller.
- B. Shipments Totaling 150 Pounds or Less use:

<b>Primary:</b>	<b>UPS Ground Collect</b>	<b>BNL Account No. (See Purchase Order)</b>
<b>Secondary:</b>	<b>FedEx Ground Collect</b>	<b>BNL Account No. (See Purchase Order)</b>

- C. Shipments Totaling 150 Pounds or More:

- 1. Local shipments within the Tri-State (NY, NJ, CT) and a 100 mile radius use our local trucking company:

**South Shore Delivery (516) 810-0081**

- 2. Shipments beyond a 100 mile radius use the following freight lines listed in order:

<b>Primary:</b>	<b>YRC Inc. Tender No. (See Purchase Order)</b>	<b>Phone: 800-830-6952</b>
<b>Secondary:</b>	<b>ABF Tender No. (See Purchase Order)</b>	<b>Phone: 800-610-5544</b>

D. Urgent Air Shipments use:

**Primary: FedEx Priority Collect**

**BNL Account No. (See Purchase Order)**

**Secondary: UPS Air Collect**

**BNL Account No. (See Purchase Order)**

1. For air shipments exceeding 150 pounds, contact the BNL Traffic Dept. for shipping instructions using contact information found at the bottom of this document.

## 11. Ocean Shipments:

Foreign shipments transported via ocean freight must use the 10-2 REQUIREMENTS Form located at [http://www.bnl.gov/ppm/linkable\\_files/pdf/TenTwoForm.pdf](http://www.bnl.gov/ppm/linkable_files/pdf/TenTwoForm.pdf). The form must be completed by the supplier 72 hours before departure of the vessel.

Send form to both:

### 1. Interfreight Harmonized Logistics, Inc.:

Fax: 516-371-6880

Email: [tom@interfreight.net](mailto:tom@interfreight.net)

### 2. Brookhaven National Laboratory:

Email: [PPMTraffic@BNL.gov](mailto:PPMTraffic@BNL.gov)

Once the form is submitted to customs, an acceptance number will be provided. Freight will not be loaded onto a vessel without an acceptance number. **Failure to submit the 10-2 Form may result in fines. It is the Contractor's responsibility to make sure Form 10-2 is submitted 72 hours prior to the vessel sailing. BSA shall withhold payment from the Contractor's final invoice for any penalties incurred by BSA due to late or incorrect ISF filing by the Contractor.**

## 12. Traffic Department Contact Information:

All inquiries: [PPMTraffic@bnl.gov](mailto:PPMTraffic@bnl.gov)

Additional contacts:

Matt Donley  
Shipping & Receiving Supervisor  
631-344-2300  
[mdonley@bnl.gov](mailto:mdonley@bnl.gov)

Dina Tullo  
Shipping & Receiving Specialist  
631-344-2325  
[dtullo@bnl.gov](mailto:dtullo@bnl.gov)

Shaniece Bell  
PPM Clerk  
631-344-7991  
[scbell@bnl.gov](mailto:scbell@bnl.gov)